..:April 2015:..

Course	Description	Target Audience	Date	Location	How to Register
WebTA Timekeepers Responsibilities	Timekeepers learn about their responsibilities as a timekeeper while utilizing WebTA to track time and attendance.	All Timekeepers	Wednesday, April 1 1:00pm - 3:00pm	HCHB 6872	Click here to register in CLC
Career Power Classic	To empower individuals, strengthen coaching skills for managers, and stimulate learning around career development.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday April 8 9:00am - 4:00pm	HCHB 6057	Click here to register in CLC
Managing Leave Use	This session will cover annual leave, sick leave, LWOP, AWOL, FMLA, excessive absences, leave restriction, and medical documentation requirements.	All Supervisors within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday, April 15 1:00pm - 3:00pm	HCHB 7855	Click here to register in CLC
Effective Writing Workshop	This course will assist particpants in learning Plain Language techniques, along with how to write more concisively and effectively.	All Employees within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday, April 29 9:00am - 4:00pm	HCHB 7855	Click here to register in CLC

..:May 2015:..

Course	Description	Target Audience	Date	Location	How to Register
Mid Career Planning Seminar	FERS employees with 10-20 years of service. This comprehensive class will focus on the employee's FERS Benefits, financial and estate planning at mid-career phase of Federal	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Tuesday, May 5 - Wednesday, May 6 9:00am - 4:00pm	HCHB 6057	Click here to register in CLC
Reasonable Accommodations	Come and learn about how the Rehabilitation Act of 1973, requires Federal Agencies to provide accommodations to employees with disabilities.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday, May 20 10:00am - 11:00am	HCHB 7855	Click here to register in CLC

..:June 2015:..

Course	Description	Target Audience	Date	Location	How to Register

Pay & Leave Administration	Timekeepers will learn about policies and regulations related to pay and leave administration.	All Timekeepers	Wednesday, June 24 1:00pm - 3:00pm	HCHB 7855	[Click here to register in CLC](#)
Supervisory Refresher Workshop	This workshop will cover a wide variety of functional areas that seasoned supervisors and managers may encounter in the workplace.	Seasoned Managers within OS; BIS; EDA; ITA; MBDA; NTIA	TBD	TBD	Please contact Lisa Hunter at LHunter1@doc.gov or call at 202-482-1052

For questions about the DOCHROC sponsored training seen here please contact: Anesia Robinson at:

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